

# **Test Administration Manual**

## **Wisconsin Forward Exam**

Spring 2017

Wisconsin Department of Public Instruction

Version 1.0 | February 14, 2017

## **All Grades and Content Areas**



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# OVERVIEW

## Purpose of This Manual

This document is designed to help Test Administrators/Proctors (TAs) administer the Wisconsin Forward Exam in a uniform manner that is essential for the integrity of this testing program. Following the instructions in this manual ensures similar testing conditions in all classrooms, which ensures a valid and equitable test for all students.

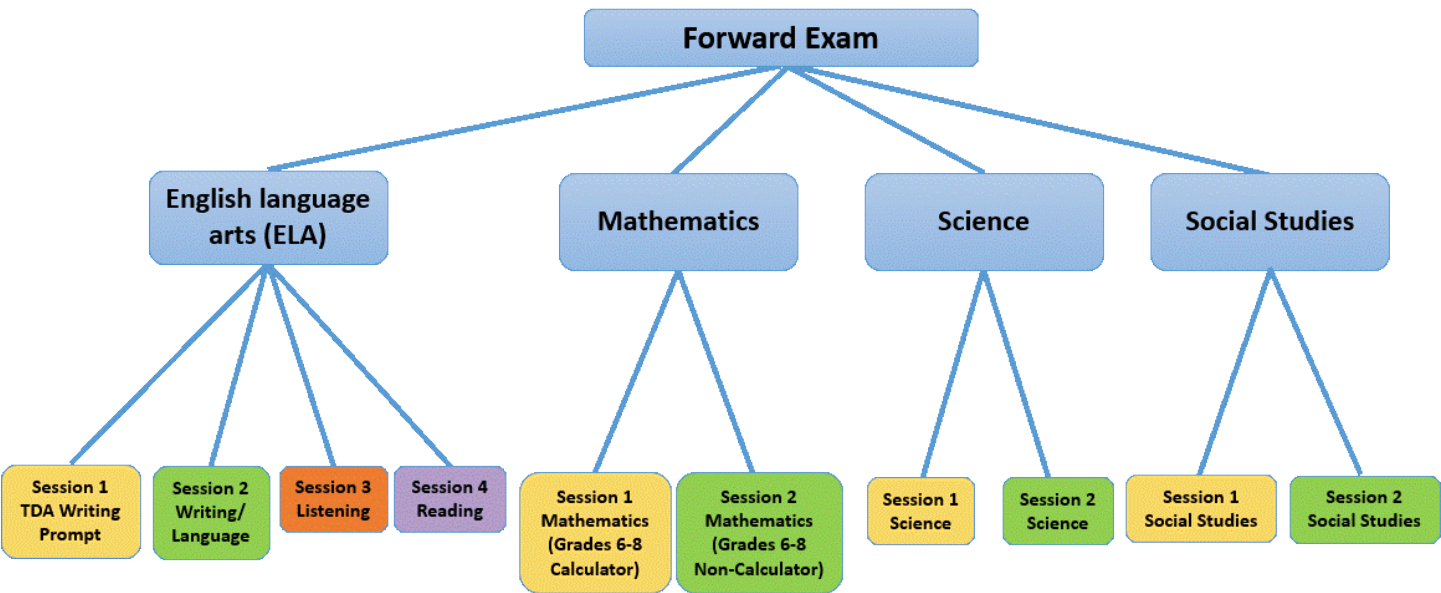
To ensure smooth implementation of the testing program, everyone who interacts with the assessments must work together and become familiar with the contents of this Test Administration Manual (TAM) and other test administration materials, available on the Department of Public Instruction website, paying careful attention to details.

## About the Forward Exam

The Wisconsin Forward Exam will be used to gauge how well students are mastering the Wisconsin Academic Standards in English language arts (ELA), mathematics, science, and social studies.

- Wisconsin students will take the Forward Exam at:
- grades 3-8 in English language arts (ELA) and mathematics,
  - grades 4 and 8 in science, and
  - grades 4, 8, and 10 in social studies.

## Graphic Overview of the Forward Exam



## CONTACT INFORMATION

### Forward Exam Customer Service

Customer service representatives will be available to receive questions via a toll-free phone number and e-mail.

<p>Wisconsin Forward Exams Support 1-800-459-6530 <a href="mailto:WIHelpDesk@datarecognitioncorp.com">WIHelpDesk@datarecognitioncorp.com</a></p>
<p>Support Line Hours: M-F 7:00 AM Central – 5:00 PM Central</p>

### Department of Public Instruction Contacts

For Forward Exam questions related to Wisconsin policies use the following information:

#### General Forward Exam Information and Policies

Tahira Chaudary

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#### Data, Student Demographics, and Privacy Issues

Phil Cranley

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#### Test Security Issues

Duane Dorn

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## KEY DATES

Event	Date
eDIRECT available for DACs to enter additional users (not students)	October 2016
eDIRECT User Guide – User Management available	October 2016
Secure browser release date (INSIGHT software release date)	October 2016
Testing Site Manager (TSM) (caching software release date)	October 2016
Test Security Manual	January 30, 2017
Accessibility Training available	January 20, 2017
Test Security Training available	January 30, 2017
District and School Assessment Coordinator (DAC/SAC) Guide available	January 30, 2017
Accessibility Guide available	January 16, 2017
Test Administration Training (Recorded version available)	February 14, 2017
Test Administration Manual (TAM) available – <i>This document</i>	February 14, 2017
Student Tutorial available	February 14, 2017
Online Tools Training (practice test) available for all users	February 14, 2017
eDIRECT User Guide-Students and Tests available	February 14, 2017
Test Setup Available in eDIRECT	February 20, 2017
Open Accommodation Add Window	February 20 – March 5, 2017
eDIRECT <i>test setup</i> unavailable while DRC creates test sessions	March 6 – March 10, 2017

Event	Date
eDIRECT available to add/edit student information, transfer students, edit test sessions, manually assign accessibility options, and print test tickets	March 13 – May 5, 2017
Recorded Forward Exam Training available	February 19, 2017
<b>Forward Exam Testing Window</b>	<b>March 20 – May 5, 2017</b>
eDIRECT Reporting Manual available	June 2017
Electronic Individual Student Reports (ISRs) available	June 2017
Hard copies of Individual Student Reports (ISRs) sent to districts	July 2017

## TEST ADMINISTRATOR/PROCTOR RESPONSIBILITIES

### Test Administrator/Proctor

Test Administrators/Proctors (TAs) are trained staff (including administrators, teachers, and paraprofessionals) who are employed by the school or district. They may also include student teachers who normally have responsibility for supervising students. Parent volunteers should not be allowed to proctor the examination. School personnel who are parents or guardians should not be allowed to proctor their own children.

Prior to administering the Forward Exam, schools and districts should ensure that TAs have received training. This training should include:

- Reading and becoming familiar with all appropriate Forward Exam publications;
- Viewing appropriate Forward Exam training modules including the Test Administration Training;
- Becoming familiar with appropriate universal tools, designated supports, and accommodations;
- Reading the Test Security Manual and viewing the Forward Exam Test Security Training.

### TA Responsibilities:

- Complete test administration trainings, both online and those through the district/school
- Review all policy and administration documents prior to testing
- Follow procedures included in the Test Administration Manual (TAM) to administer the Forward Exam
- Adhere to all test security administration policies
- Ensure accuracy of student information and accommodations prior to testing
- Enforce cell phone and personal electronic device policy with all students; these devices and the taking of photographs are strictly prohibited
- Prepare the testing environment
- Distribute test tickets to students
- Read test directions as written in TAM
- Monitor students during testing
- Report any incidents promptly to the School or District Assessment Coordinator (SAC or DAC)
- Collect test tickets immediately after login and deliver them to SAC or DAC
- Collect scratch paper at the end of each test session and deliver to SAC or DAC
- Ensure 1:1 testing devices (such as iPads or Chromebooks that go home with students) have been completely exited out of the testing system before the device leaves the testing room
- Stop Guided Access on iPad devices
- Maintain security of all test materials

#### TO DO CHECKLIST:

Reference Appendix A for a Test Administrator/Proctor checklist

## TEST TIMES AND SCHEDULES

Given the variety of conditions at each school, it is not possible to provide one ideal testing schedule that can be implemented in every setting. In planning your testing schedule, consider the facilities, resources, and daily schedules of your school, as well as the ability to conduct the testing in a manner that will encourage and allow for student success. Sample test schedules are available in Appendix B.

**The Forward Exam is an untimed test.** These are estimated total times per content area for scheduling purposes. To view a breakdown of estimated time by Content area and session refer to Appendix C.

Forward Estimated Testing Times (in minutes)					
Grade Level	ELA	Mathematics	Science	Social Studies	Total Testing Time
3	125	90	NA	NA	215
4	125	90	100	90	405
5	125	90	NA	NA	215
6	125	105	NA	NA	230
7	125	105	NA	NA	230
8	125	105	100	90	420
10	NA	NA	NA	90	90

### TEST SCHEDULES:

Sample test schedules are possible schedules. You may adjust the number and length of sessions administered per day to fit your school's needs. The content areas may be scheduled in the order the schools deems necessary.

## TEST SECURITY

### Importance of Test Security

The security of the assessment and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All Forward Exam items are secure and must be handled appropriately. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any irregularity in test administration must be reported to DPI as a test security incident. If the reliability or validity of a test is compromised, the test scores of individual students or entire classes may be invalidated, and other disciplinary actions may be taken.

### Who is Responsible for Test Security?

Everyone who works with the assessments, communicates test results, and/or receives testing information is responsible for test security. This includes, but is not limited to:

- Wisconsin Department of Public Instruction (DPI) Staff
- District Administrators
- District Assessment Coordinators (DACs)
- School Assessment Coordinators (SACs)
- District Technology Coordinators (DTCs)
- School Technology Coordinators (STCs)
- Teachers, Test Administrators, Proctors (TAs)
- Students, parents, and the community at large
- Certified and non-certified public school staff
- Cooperative Educational Service Agencies (CESAs) staff

DACs and SACs are responsible for training staff on the importance of and policies regarding test security.

## Security Throughout the Testing Process

Test security incidents are behaviors prohibited before, during, and after test administration because they give a student an unfair advantage or because they compromise the secure administration of the assessment and items. Whether intentional or by accident, failure to comply with security rules, either by staff or students, constitutes a test security incident.

## Process to Report Test Security Incidents

Administrators, certified and non-certified school staff, students, and parents must adhere to ethical procedures in testing. Violation of these procedures can be investigated, and the local school board, DPI, and/or the court system may take appropriate actions.

School or district staff must immediately report all incidents of test administration irregularities to the DAC and to the DPI Office of Student Assessment (OSA). The report of an incident may be submitted to OSA by telephone, fax, letter, e-mail, or by submitting an Incident Report Form available in Appendix E and online at <http://dpi.wi.gov/assessment/forward/security>. As the result of a report, OSA may ask for the incident report form to be completed and submitted within 24 hours, or OSA staff member may complete the form during the initial call. Students, parents or other family members, and persons in the community may also report test security violations.

When a testing irregularity is alleged to have occurred, OSA will contact the DAC (if they are not the reporting individual). Depending on the perceived severity of the allegation, OSA may ask the school district to conduct a thorough fact-finding investigation of the alleged irregularity and report the results of its investigation to the DPI within two weeks. OSA has put together guidelines to assist school districts documenting investigations of alleged incidents. Reference Appendix F for the guidelines. After receipt of the fact-finding report, OSA staff will consult with the school district on the details of the alleged testing irregularity. The school district may receive a follow-up letter from OSA requesting additional information or informing the school district that the investigation has been closed.

### CELL PHONES/SMARTWATCHES:

Unauthorized electronic devices are prohibited during testing. This includes all devices with cellular, messaging, or wireless capabilities.

Because the validity and reliability of the examinations rests with the DPI, OSA will ultimately determine whether the irregularity should be declared a testing violation, and whether the Forward Exam results should be invalidated, and at what level. This may impact the determination of school and district accountability.

## Consequences of Test Security Incidents

Consequences of violations may include invalidation of student test results and could result in civil legal liability for copyright violations. At either the school or district level, a test violation could result in the loss of a year's test results for the grade(s) and subject(s) affected by the test irregularity. There will be no opportunity to retest. When test results are invalidated, the student(s) do not receive test results for those content areas. The school district should be prepared to explain this to students' parents.

Disciplinary measures for educators and school staff should be determined by local school board policy. Depending on the severity of the test security violations, examples of disciplinary measures might include a written reprimand, suspension, or termination of contract. The DPI may also take disciplinary actions against department-licensed individuals.

### IMPORTANT:

For test security purposes, devices used for the Forward Exam must be district owned.

Test security breaches involving student cheating can result in an unfair advantage for that student and compromise the validity of the

standardized test. The tests for such students should be invalidated in that content area. Disciplinary measures for students are handled at the school or district level.

For more information about test security, see the [Test Security Manual](#) and [Forward Exam Test Security Training](#).

## ACCESSIBILITY INFORMATION

State and federal laws require that state assessments must allow for the inclusion of all students, including students with disabilities and English language learners. The [Accessibility Guide](#) is intended for school-level personnel and decision-making teams as they prepare for and implement the Forward Exam. The Accessibility Guide provides information for classroom teachers, English development educators, special education teachers, and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.

### Universal Tools

Universal tools are accessibility features that are available to all students based on student preference and selection. These access features of the assessment that are either provided as digitally-delivered components of the test administration system or separate from it (embedded or non-embedded).

Embedded Universal Tools ("Online")	Non-Embedded Universal Tools ("Standard")
<ul style="list-style-type: none"> <li>Calculators</li> <li>Click to Enlarge</li> <li>Cross-off Tools</li> <li>Flag/Mark for Review</li> <li>Help/What's This?</li> <li>Highlighter</li> <li>Go to Question</li> <li>Keyboard Navigation</li> <li>Line Guide</li> <li>Magnifier Tool (Zoom)</li> <li>Measuring Tools</li> <li>Pause (Breaks)</li> <li>Review Page</li> <li>Sticky Notes (Digital Notepad)</li> <li>Test Directions</li> <li>Tool Tips</li> </ul>	<ul style="list-style-type: none"> <li>Scratch Paper</li> </ul>

### Designated Supports

Designated supports are those features that are available for use by any student for whom the need has been indicated by an educator or team of educators (with parent/guardian and student input as appropriate). They are either provided as digitally-delivered components of the test administration system or separate from it (embedded or non-embedded). All designated supports (embedded and non-embedded) must be entered into eDIRECT prior to printing test tickets and test administration. Embedded supports will appear on student test tickets. Non-embedded supports will **not appear** on student test tickets, therefore it is important to note which students have these supports to ensure they have access to them during testing.

#### IMPORTANT:

All designated supports and accommodations must be entered prior to printing test tickets.

Embedded Designated Supports ("Online")	Non-Embedded Designated Supports ("Standard")
<ul style="list-style-type: none"> <li>Color Choices</li> <li>Contrasting Color</li> <li>Reverse Contrast</li> <li>Masking</li> <li>Text to Speech (TTS)</li> <li>Translations (stacked)</li> </ul>	<ul style="list-style-type: none"> <li>Word-to-Word Bilingual Dictionary</li> <li>Color Overlay</li> <li>Magnification</li> <li>Noise Buffers</li> <li>Read Aloud</li> <li>Scribe</li> <li>Separate Setting</li> <li>Translation</li> </ul>

### Accommodations

Accommodations are changes in procedures or materials that increase equitable access but do not compromise the grade level standard or intended outcome of the assessment. Accommodations are available for students for whom

there is a documentation of the need in the Individualized Education Program (IEP) or 504 accommodation plan. Accommodations are either provided as digitally delivered components of the test administration system or separate from it (embedded or non-embedded). All accommodations must be entered into eDIRECT prior to printing test tickets and test administration. Embedded accommodations will appear on student test tickets. Non-embedded accommodations will **not appear** on student test tickets; therefore, it is important to note which students have these accommodations to ensure they have access to them during testing.

Embedded Accommodations (“Online”)		Non-Embedded Accommodations (“Standard”)	
	Code on Test Ticket		Code on Test Ticket
▪ Video Sign Language (VSL)	VSL (ASL)	▪ Abacus	
▪ Closed Captioning	C CAP	▪ Alternate Response Options	
▪ Text to Speech (Reading Passages)	TTS (PSGS)	▪ Braille (EBAE and UEB)*	BRL
		▪ Calculator	
		▪ Listening Scripts*	LS
		▪ Multiplication Table	
		▪ Print on Demand*	POD
		▪ Read Aloud	

*\* While these accommodations are non-embedded, they must be pre-selected within eDIRECT to ensure the correct form of the test is delivered when responses are inputted into INSIGHT. These accommodations will appear as “Online” within the eDIRECT interface and a code must be printed on the test ticket.*

## Braille Version of the Forward Exam

Printed Braille versions of the Wisconsin Forward Exams will be available for students with IEPs for spring 2017 testing in either Unified English Braille (UEB) or English Braille American Edition (EBAE) formats. Braille forms may be ordered online via eDIRECT during the additional materials ordering period from February 20, 2017 to April 21, 2017. The desired format (UEB or EBAE) must be selected by the DAC during the ordering process. Braille testing materials are packaged by building and shipped to the district’s office address (or the shipping address indicated by the district during the registration process). After testing, student responses must be transcribed into the online testing system from the Braille books by the scribe. Once the transcribing is complete and all Braille test materials must be collected and returned to DRC for processing and storage.

## Transcription of Braille

After testing, student responses for Braille **must** be transcribed into the INSIGHT testing software before the test window closes. It is recommended that transcription occur as soon as possible after testing. Transcribing responses requires the test administrator/proctor or other designated and authorized district or school personnel to log in to INSIGHT using the student’s test ticket. Follow these steps to transcribe student answers:

1. In eDIRECT Test Setup, ensure that the student has been assigned the Braille accommodation.
2. In eDIRECT Test Setup, assign the student to a test session and print his or her test ticket. Retain the test ticket rather than distributing it to the student. Do not print the test ticket until the Braille accommodation has been assigned. Check to make sure the test ticket indicates “BRL” next to “Accommodations.”
3. Ideally, the proctor is logged into the student’s test while the test is being administered. Students taking the ELA test will need to access the test online for the listening portions of the test. If a transcript of the listening items is required, please contact DPI.
4. After the student has completed the Braille version of the test, use a device that has the INSIGHT client software installed and use the student’s test ticket to log into the student’s test.
5. Transcribe the student’s responses from the Braille book to the online test.
6. Once you have finished, select End Test and Submit. The Test Proctor should then return the Braille test materials to the DAC/SAC to be sent back to DRC.

### Arrange for the Return Shipment of Braille and Printed Materials to DRC

All secure Braille and printed test books must be securely returned to DRC via UPS. Shipping return labels and instructions were included in the box with the testing materials.

DRC is responsible for all return shipping costs for the Braille and printed test books; however, the DAC must make shipping arrangements at least 24 hours in advance of package pickup.

### Protocol for Print-on-Demand

While most of the accommodations can be set in eDIRECT, there is a unique protocol for requesting a print-on-demand accommodation. The print-on-demand accommodation is intended for those extremely rare instances (e.g., photosensitive epilepsy) where a student's condition prevents him or her from accessing material online. Access to printed items/stimuli should not be assigned based solely on a student's or school's personal preference. The decision to allow this accommodation must be based on each individual student's need and documented in a student's IEP or 504 Plan.

If a student requires print-on-demand, the DAC must submit a Request for Print-on-Demand Accommodation approval form located at <http://dpi.wi.gov/assessment/forward/forms>. After receiving the request, DPI will review and, if approved, activate the accommodation.

### Protocol for Listening Scripts

While most of the accommodations can be set in eDIRECT, there is a unique protocol for requesting a listening scripts accommodation. The listening scripts accommodation may be provided to test administrators working with students who are deaf or hard of hearing that are unable to access the embedded listening passages via the embedded audio. The Test administrator/proctor should read the passages aloud to the student, allowing the student access to view the Test Examiner's face while reading. The decision to allow this accommodation must be based on each individual student's need and documented in a student's IEP or 504 Plan.

If a student requires listening scripts, the DAC must submit a Request via the Listening Script Accommodation approval form located at: <http://dpi.wi.gov/assessment/forms>. After receiving the request, DPI will review and if approved, activate the accommodation.

### Assistive Technology Devices

Any assistive technology device needed by a student to access the online test, (as part of an IEP or 504 plan) should be checked for compatibility with the online testing system prior to the day of testing. If assistance is needed, please contact the DRC helpdesk.

### Additional Accessibility Resources

Resource	Description	Location
<a href="#">Multiplication Table</a>	This resource is a non-embedded accommodation available of for students that have it in their IEP or 504 plan for grades 4-8 mathematics.	<a href="http://dpi.wi.gov/assessment/forward/accommodations">http://dpi.wi.gov/assessment/forward/accommodations</a>
<a href="#">Read Aloud Guidelines</a>	This document outlines the qualifications, guidelines and procedures required for a test reader. The test reader must sign the <i>Read Aloud Agreement to Maintain Security and Confidentiality</i> prior to test administration. Completed	<a href="http://dpi.wi.gov/assessment/forward/accommodations">http://dpi.wi.gov/assessment/forward/accommodations</a>

Resource	Description	Location
	agreement forms should be retained by the SAC.	
<a href="#"><u>Scribing Guidelines</u></a>	This document outlines the qualifications, guidelines, and procedures required when using a scribe.	<a href="http://dpi.wi.gov/assessment/forward/accommodations"><u>http://dpi.wi.gov/assessment/forward/accommodations</u></a>
<a href="#"><u>Interpreter Guidelines</u></a>	This document outlines the qualifications, guidelines, and procedures required when using an interpreter.	<a href="http://dpi.wi.gov/assessment/forward/accommodations"><u>http://dpi.wi.gov/assessment/forward/accommodations</u></a>

## BEFORE TESTING

### Administrator Tutorial

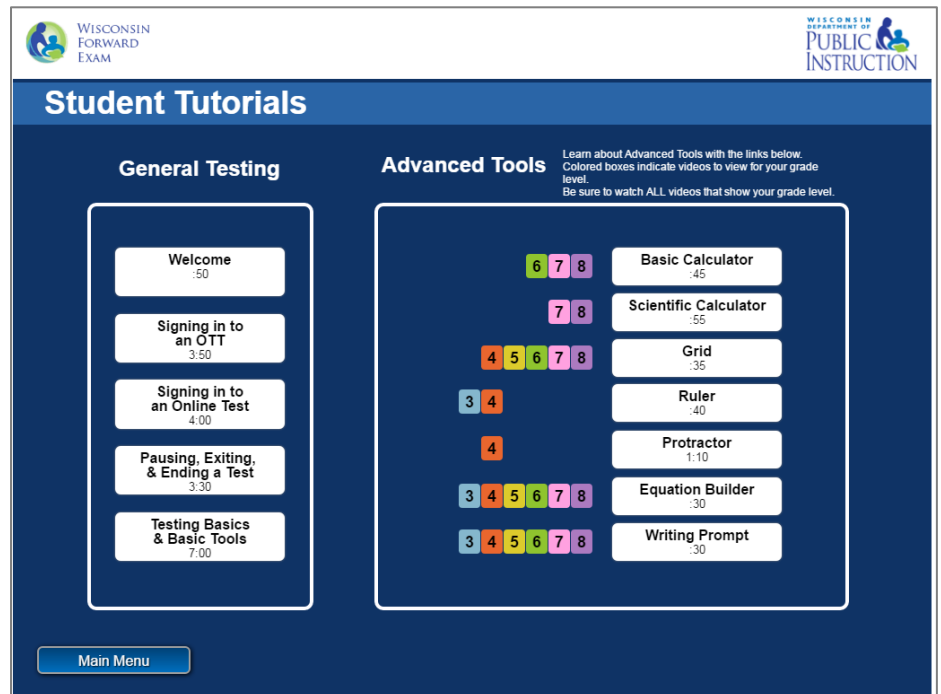
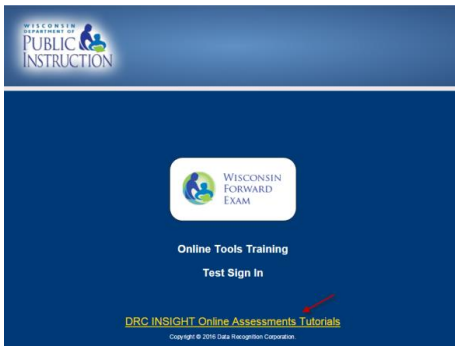
An Administrator Tutorial is available as a companion to the eDIRECT User Guides. Videos that pertain to eDIRECT and test administration will be available to provide step-by-step instructions for common tasks such as managing accommodations and adding new users. Check back often for updates. The Administrator Tutorial can be found with the Student Tutorial in INSIGHT or eDIRECT.

Administrator tutorials can be accessed by visiting <https://dpi.wi.gov/assessment/forward/sample-items> and following the tutorial link at the bottom of the page, by launching INSIGHT after it's been installed on a student device, or by visiting <https://wi.drcedirect.com> (no login required) and following All Applications → General Information → Test Tutorials.

### Student Tutorial Videos

The Student Tutorial videos are available for students to become familiar with the online testing environment. Some videos are intended for all students, while others cover specific tools that are only available on specific tests. The videos are broken into multiple chapters. Some videos should be reviewed by all students, and other pertain to specific tools available by grade level. The student tutorial home screen shows which videos should be viewed by which students as well as run times (see below).

Tutorials can be viewed as a class or at an individual student machine by launching INSIGHT and clicking on DRC INSIGHT Online Assessment Tutorials, by accessing the OTTs in a Chrome web browser using the following link: <https://dpi.wi.gov/assessment/forward/sample-items>, or by accessing the tutorials in eDIRECT (username and password for eDIRECT are required to access).



## Online Tools Trainings

The Online Tools Training (OTTs) provides students the opportunity to practice using the tools available on the Forward Exam, familiarize themselves with the question types, and work in the online testing environment. All students should be given the opportunity to practice in the OTT prior to actual testing. Students may perform better and with less anxiety if they are familiar with the format of the test and with the types of questions they will be required to answer.

OTTs are available “publicly” for practice using a Chrome browser. Visit <https://dpi.wi.gov/assessment/forward/sample-items> to access the public OTTs.

OTTs can also be accessed on student testing devices once INSIGHT has been installed.

General OTTs are available for each content area and grade level. Separate OTTs are available for students to practice using Video Sign Language (VSL), Text-to-Speech (TTS), Spanish translation, Masking, and Color Choice tools. VSL and Spanish OTTs are available by grade band (3-5, 6-8, and 10).

*The OTT is not scored and is not intended for content practice.* Test Administrators and students may notice that some items are repeated in the TDA and Reading sessions of the ELA OTTs. Items are also repeated within grade bands of 3-4, 5-6, and 7-8 ELA OTTs.

## Text Dependent Analysis (TDA) Sampler

This document contains samples of TDA test questions, stimulus passages, and student responses. It is intended to be used as a guide for educators and students when preparing for the Forward Exam.

The TDA portion of the Forward Exam requires students to read the text and then respond in writing in one of several ways:

- identifying and explaining a theme or central idea, using textual evidence to support the claim about what that theme or central idea is, and
- analyzing the development of an event, character, central ideas, or theme, using textual evidence to support the explanation and analysis.

Please note that test preparation is only useful to the extent that it is also teaching content area knowledge and skills. Therefore, the use of test preparation resources is of limited value to students due to the narrow opportunity for content learning. It is very important to ensure that teachers are teaching to the curriculum and not to the test, as teaching to the test narrows the focus of instruction to only that content covered by the test.



## TEST TICKETS

### Overview

DACs/SACs will provide TAs with test tickets for each student test session. Test tickets include the name of the assessment, student name and ID, test session name, username, password, and any online supports and/or accommodations that have been assigned to the student. You may also receive a roster of student information.

2016 Wisconsin Forward Exam Test Ticket Grade 3 Mathematics	
Student Name:	ANDERSON, JENNIFER
Local Student ID:	94839
Test Session:	Grade 3 Mathematics
Username:	JANDERSON77
Password:	DOEV2345
Accommodation(s):	VSL (ASL)

2016 Wisconsin Forward Exam Test Ticket Grade 3 Mathematics	
Student Name:	CHAMBERLAIN, ZACHARY
Local Student ID:	393044
Test Session:	Grade 3 Mathematics
Username:	ZCHAMBERLAI7
Password:	LFOR6782
Accommodation(s):	

Be sure to check carefully and ensure that the information printed on the test tickets and rosters is correct. If you believe a student should have an online support or accommodation that is not listed on the test ticket, **contact the DAC/SAC before the student logs in to the test**. The designated support or accommodation will need to be assigned in eDIRECT and a *new test ticket printed* before the student may test. If the online support or accommodation is not printed on the test ticket, the student will not have that support or accommodation available on their test. Beginning the test without the support or accommodation may result in a need to purge or invalidate the student's test. Please refer to the Accessibility Information section of this document for more information on online accessibility options.

The student username and password remain the same for all sessions within a content area. Students will use the same ticket every time they log into that content area. Tickets should be collected at the end of each test sitting, stored in a secure location, and redistributed for all sittings for that content area.

### Test Ticket Management

Test tickets and rosters are considered secure materials. They should be kept in a secure location until the session is scheduled to begin.

Distribute test tickets just prior to student login and collect test tickets after all students have logged in and begun testing. It is best practice to count the number of tickets that are distributed and check to make sure the same number of tickets is collected after sign in.

After a testing session is complete, return all test tickets to the DAC/SAC for secure destruction or secure storage.

If you suspect a student's test ticket and/or password have been compromised, contact DPI's OSA immediately at 608-267-1072.

#### TEST TICKET TIPS:

Test tickets must be printed after accessibility options have been entered into eDIRECT. If an accessibility option has changed after printing tickets that student will need a new ticket printed.

One way to ensure all students receive the correct ticket is to read the name on the ticket to the student when handing it to him or her.

## TESTING MATERIALS

### Check Your Testing Materials

- Test Administration Manual (hard copy or online)
- “Testing – Do not Disturb” Sign
- “Unauthorized electronic devices and cell phones/smartwatches are not allowed in the testing environment” Sign
- Any assistive technology devices required by students to take the Forward Exam

### Additional Materials

All students will need access to a district-owned device with INSIGHT (secure browser) installed. While it is highly recommended that all districts install the testing site manager (TSM), it is required for any students who need to access Text-to-Speech (TTS) or Video Sign Language (VSL). For information about installing INSIGHT or the TSM, refer to the *Technology User Guide*.

In addition to a computer, all student will need some additional resources. TAs are responsible for ensuring all students have access to the appropriate resources listed in the table below.

Device	Description
Headphones/Earphones	Headphones are <b>required for all students</b> for the Listening session of ELA and required for any student needing Text-to-Speech (TTS) for Mathematics, Science, and Social Studies.
Keyboard	A physical keyboard is required to avoid consuming screen space.
Pointing Device	Mouse, touch screen, touchpad, or stylus is required
Scratch Paper	Required resource for all students in all content areas. Scratch paper must be collected and securely disposed of immediately after testing session.
Graph Paper	Optional resource for students in grades 6-8. Graph paper must be collected and securely disposed of immediately after testing session. There is no need for a consistent requirement in graph paper size; however, the recommendation is the 1/4 inch graph paper. The graph paper should be plain graph paper and must also be free of axis lines, points, numbers, and/or letters. Graph paper is provided for students to create organized sketches of points, lines, and/or shapes to solve problems in grades 6-8.

## SETTING UP THE TESTING ENVIRONMENT

Testing conditions should be comfortable for all students. SACs and TAs should complete the following:

- Remove or cover all instructional materials that might assist students in answering questions displayed on bulletin boards, chalkboards, dry-erase boards, or on charts (wall charts that contain literary definitions, maps, mathematics, formulas, word walls, number lines, etc.).
- Ensure adequate spacing between students’ seating and/or visual barriers
- Place a “TESTING-DO NOT DISTURB” sign on the door of the testing room
- **Place an “Unauthorized electronic devices and cell phones/smartwatches are not allowed in the testing environment” sign in the room**
- Provide a quiet environment void of distractions

- Establish procedures for students who finish testing ahead of others by having the students exit the room quietly and report to another area, or work silently on designated activities (that do not include electronics) at their workstation.
- Ensure that all other programs or applications on the device are closed prior to launching the INSIGHT application (including those that use audio or video channels).
- Ensure the device's system volume is not muted and is set to an appropriate level.

## DURING ONLINE TESTING

### Monitoring Testing

Proctors/TAs should monitor testing by:

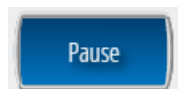
- Circulating throughout the room
- Ensuring that all conditions of test security are maintained
- Reporting any test security incidents to DAC/SAC
- Assisting students with technology issues
- Ensuring students are working in the correct test session and progressing as they should (redirecting student attention back to the test if needed). If a student has selected an incorrect session, select Pause and then Exit to return to the test sign-in screen.

For more information please refer to the [Proctor Guidelines](#).

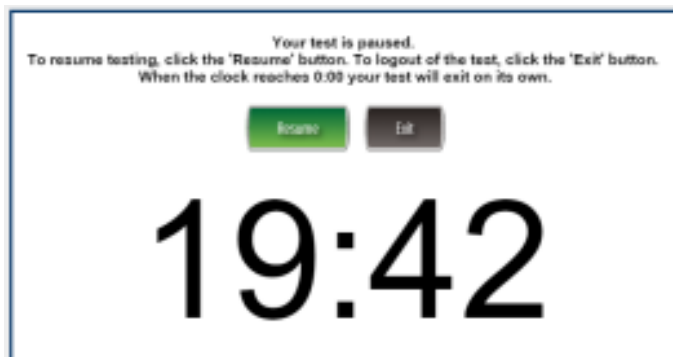
### Pause, Exit, or Submit the Test

#### Pause the Test

If a student is not done with a test session but needs to stop and come back later, the student should choose the blue "Pause" button at the bottom of the screen.



If the student is taking a *short* break of less than 20 minutes, the test can be left on the pause screen until the student returns. Upon return, the student should choose the green "Resume" button before the clock counts down to zero. The test will resume on the same item where they left off and all answers will be saved. A test ticket is not required to resume.



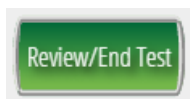
If the student does not choose the “Resume” button before the clock counts down to zero, the test session will end, but the test will **not** be submitted. Any questions that have already been answered will be saved. The student will need their test ticket to log in again and finish the test.

### Exit the Test Without Submitting

If the student is not able to finish the test session within the time allotted that day, is taking a longer break, or needs to switch to a different computer, the student should **choose the “Pause” button, and then choose the gray “Exit” button**. The test session will end, but the test will *not* be submitted. Any questions that have already been answered will be saved. The student will need their test ticket to log in again and finish the test. Students should be told to go back and check any questions that they flagged or did not complete before exiting the test as they should not be permitted to go back to any of the questions during the next allotted testing time. Student will only be permitted to move ahead from the last item completed.

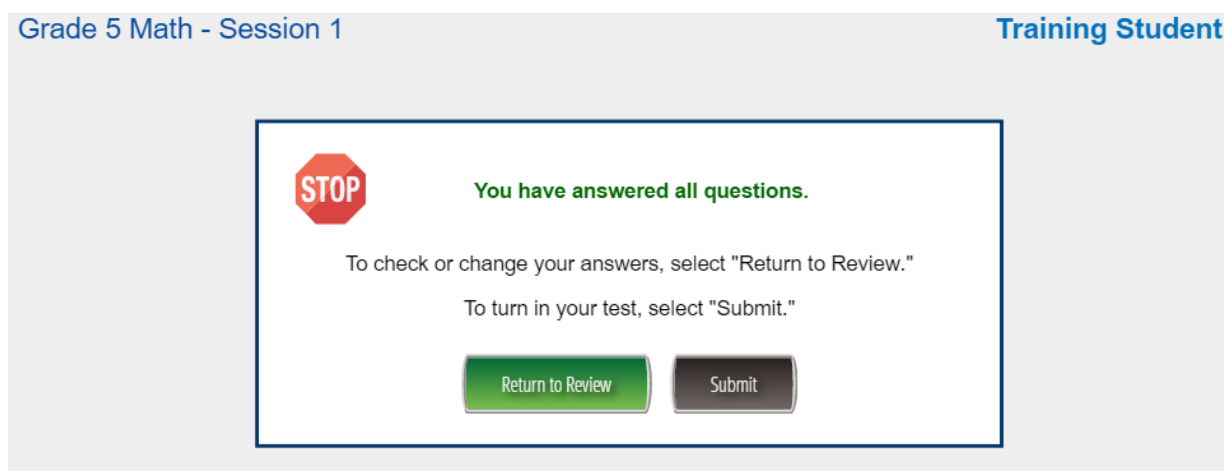
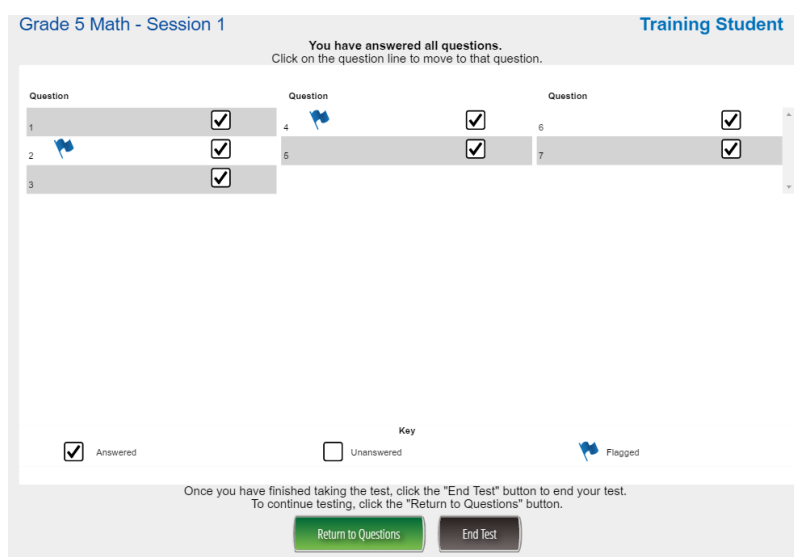
### How to End (or Submit) the Test

When the student reaches the last question, they should choose the green “Review/End Test” button.



This will take the student to a review screen. On this screen, students can see if they have answered all questions. They can also see if they have flagged an item for review. Flags do not need to be cleared in order to end the test. If the student would like to return to an item, they can select anywhere on the line of that item.

When the student is done with the test, they will need to *end* it. Ending the test will submit all answers and does not permit re-entry into the test. From the review screen, students should select the **“End Test”** button. There will be one additional screen that indicated whether or not all questions have been answered. The student can either choose to return to the review, or submit the test. Once the student selects the **“Submit”** button, they cannot return to the test.



## How to Move a Student to a New Testing Device

If a student is having technology issues with a testing device (hardware or software) making it difficult or impossible to test on that device the easiest solution and most often least frustrating is to move the student to a new testing device.

If a student needs to move from one testing device (computer) to another once testing has begun, follow these steps:

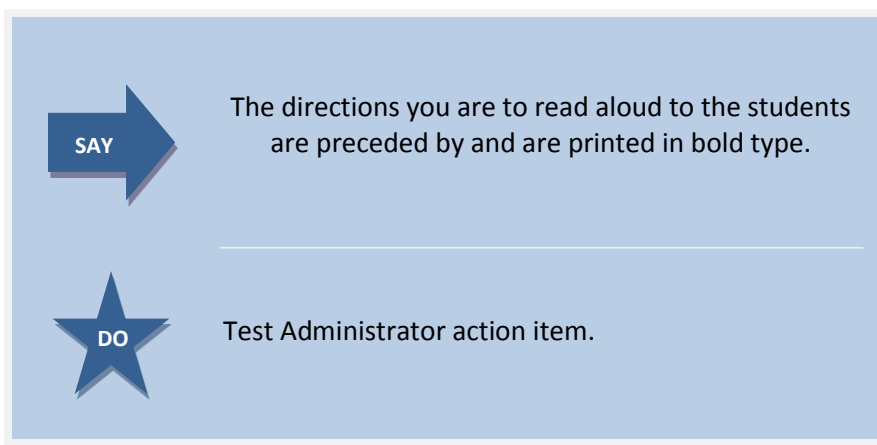
1. Click on the Pause button and then click the Exit button (Do NOT click End Test).
2. Retrieve the student's test ticket to bring along to the new testing computer.
3. Escort the student to the new location (computer).
4. Launch the testing software.
5. Hand the test ticket back to the student.
6. Observe the student entering his/her username and password.
7. Student will be required to view and click through the test directions.
8. Student will click Begin Test and will be taken to the same question where they left off prior to pausing.
9. Collect the student's test ticket.
10. Continue to monitor the test session with the normal security procedures.

## Test Administration

This section provides guidelines and specific directions for the test. Be sure to review the test script in advance. In order to ensure that all students are tested under the same conditions, adhere strictly to the script.

When asked, you should answer questions raised by students, but you should never help the class or individual students with specific test items. Please remember that the script must be followed exactly and used each time a test is administered using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "I made a mistake. Listen again." Then read the direction again. Try to maintain a natural classroom atmosphere during the test administration. Before each test begins, encourage students to do their best.

Test Administrators should print the script pages for use on the day of testing. The following elements are used throughout the specific directions:



## Test Administration Script

Each time a student logs in to the testing system, the Test Administrator should follow this script. If you are resuming a test and are sure that all students are able to log in without hearing the login directions again, you may skip the italicized portions of the directions.



Make sure that each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.

Make sure that no student is in possession of a cell phone, smartwatch, camera, or other personal electronic device. It is recommended that Test Administrators collect any electronic devices prior to distributing any test materials.

Make sure all programs are closed on the testing device.



**Today you will be taking the Wisconsin Forward Exam for [ELA/Mathematics/Social Studies/Science]. I will now pass out headphones (if applicable), scratch paper, and your test ticket. Carefully follow the directions and give this test your best effort.**

**First, launch INSIGHT on your computer [or iPad]. You may see a screen that says “WIDA” and “Wisconsin.” If you see this screen, select “Wisconsin.” You should now see the blue Wisconsin Forward Exam screen. Is there anyone who does not see this screen?**



Pause to assist students if necessary. If a student receives an error message, note the content of the error message and contact the Technology Coordinator or School Assessment Coordinator. It is acceptable to move the student to another computer.



**Select Test Sign In. You should then see the sign in screen appear. Is there anyone who does not see the sign in screen?**



Pause to assist students if necessary. A second staff person to assist those having trouble is beneficial.

***iPAD:*** For students testing on iPads, it may be necessary to **turn on Guided Access** by triple clicking the home button. After you have triple clicked the home button, check for confirmation that Guided Access has started. A square message box will appear momentarily to indicate that Guided Access has been started. You may choose to have students complete this step. Please check with your Technology Coordinator to determine if this step is needed.

When all students are ready,



**I am now going to pass out your test ticket, a piece of paper that includes log in information required to start your test. Do not log in to the test until you are told to do so. When you get your test ticket, please make sure your name and the test name are correct. Today's test is (Mathematics, English Language Arts, Science, or Social Studies). Please do not share this information with anyone as it is your own private information. Keep this paper at your workstations. At the end of the test, I must collect this paper. Once all of you have your paper I will give you directions to log in to the test.**



Give students the test tickets. When distributing, confirm that each student receives the correct ticket by ensuring the student's name and the test name are correct. If the student should have any online supports or accommodations such as TTS or VSL, ensure this is printed on the ticket. Make note of the number of test tickets you are distributing so you will know how many to collect at the end of the test. Remember the test tickets contain secure information and need to be collected at the end of the test session.



**Using the information on your paper, enter your username and password now. If you have any trouble logging in please raise your hand and wait for my assistance. Once you have successfully logged in, please sit quietly and do not go any further. Please do not go ahead. We will review several screens together. If you move ahead, you may enter the test and accidentally end the test and then be unable to return.**



Make sure all students have successfully entered their information. A second staff person to assist those having trouble is beneficial.

Remember: Passwords are unique to each content area, but the same for all sessions within a content area. Usernames and passwords are NOT case sensitive.

Refer to Appendix H – Common INSIGHT Error Messages for assistance with error messages.

If the problem cannot be resolved, please contact the DRC Help Desk at 1-800-459-6530 or [WIHelpDesk@datarecognitioncorp.com](mailto:WIHelpDesk@datarecognitioncorp.com).



Once you have selected the **Sign In** button, a welcome screen with your name appears. Is there anyone who does not see the welcome screen with their name?



Look at the information on the welcome screen and make sure that the following facts about you are correct:

- **Your first name and last name**
- **Your test name**
- **Your test session**



*This screen is the first opportunity to turn on the color choices for **students that require this accommodation**. If a student has TTS as a designated support or as an accommodation, the text on this page will be read aloud. Other online supports and accommodations will also be displayed on this page.*

SAY

If the information about you is correct, select the continue button. If the information is not correct, raise your hand.

SAY

After you have selected the continue button, the session selection screen will appear. Is there anyone who does not see the session selection screen?

The screenshot shows a web application interface. At the top, it says "The following tests have been scheduled for [Zachary Chamberlain](#)". Below this, it provides instructions: "Once instructed, click on the test link below to start the test. If no additional tests are available, please select **Exit** to close the application." There is a bulleted list of three links: "Grade 5 ELA - Session 1", "Grade 5 ELA - Session 2", and "Grade 5 ELA - Session 3". At the bottom left is a blue button labeled "Options", and at the bottom right is a grey button labeled "Exit". A small copyright notice "Copyright © 2016 Data Recognition Corporation." is at the very bottom.

*Pause to assist students as necessary. A second staff person to assist those having trouble is beneficial.*

SAY

We are now ready to begin the test. Select the test session (session 1, session 2, etc.).

SAY

(Read only for ELA Listening Session)

You will need to listen to some information in order to answer a few of the questions on this test. To check that the sound on your computer works, follow these steps:

Select Play Audio

If you hear "If you can hear my voice, select the Sound is Working button," select The Sound is Working button.

If you do not hear "If you can hear my voice, select the Sound is Working button," select Try Again or raise your hand and ask for help.

SAY

Once you have selected the test session, the test directions screen should appear. Please read the directions to yourself. Do not click the green "begin the test button" until told to do so. Is there anyone who does not see the test directions screen?



Assist students as necessary. Allow students time to read the information on the various directions pages and confirm that students have reviewed all materials.



(Read only for ELA TDA Writing Prompt Session)

**You will need to read a passage for this session and respond to a question in the form of an essay or a story. The space provided on the computer looks small but you can use up to 5000 characters in your answer. 5000 characters is about one whole page of paper. Be sure you use your best writing skills and answer everything the question is asking you with the required supporting details. Remember, as you write the box will continue to fill beyond the space provided.**



**You must answer each question on the screen before going on to the next question.**

**If you are unsure of an answer, provide what you think is the best answer. If you would like to review that answer at a later time, mark the item for review by clicking the “Flag” button.**

**Flagging the item will remind you to go back and decide whether you need to change the answer during this test session.**

**If you need to step away from your computer, select the Pause button. Select the Resume button to continue. If you are away from your computer for more than 20 minutes, you will need to log back in.**

**Please raise your hand if you need a break and ask me prior to clicking PAUSE.**

**This is not a timed test so work at your own pace. If after 20 minutes, you do not answer a question or click on a test tool, a screen will pop up warning you that you will be logged out of the test. If you are still testing, please click “okay” and the test will continue.**

**Your answers need to be your own work. Please keep your eyes on your own test, and remember that there should be no talking.**



**Please keep in mind that this test is divided into sessions. When you get to the end of each session, you will be prompted to review and submit your answers before moving on. Once you submit your answers, you will be logged out of the test. You will need to log back in with your test ticket to continue on to the next session.**



**You may now click the green “Begin the Test” button.**



**During testing, circulate through the room to ensure that all conditions of test security are maintained. The following statements may be used if you notice a student is off task you may say the following statement to the student, to keep him/her focused, or a student asked you a content related question.**



**It is important that you do your best. Do you need to pause the test and take a break?**

**I can't help with the test. Try to do your best.**



Test Administrators/Proctors should answer questions raised by students, but should never help the class or individual students with specific test items or content.

However, a student should not be hindered by technology. If a student is struggling with the mechanics/technology requirements of the item, the test administrator/proctor may provide assistance.



Get ready to end the Session

When there are approximately five minutes left for the test session, give students a brief warning.



**We are nearing the end of this testing period. Please review any items you've flagged for review now.**

**If you have not finished, you will have the chance to finish the test at another time.**



**This testing period is now over.**

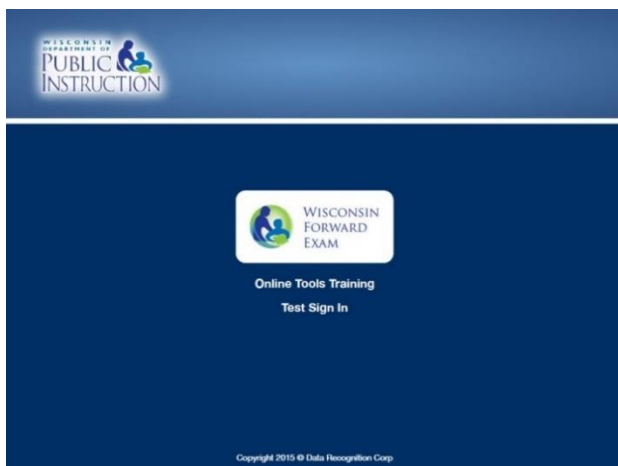
**If you have answered all the questions in this session, select "Review/End Test," then "End Test," then "Submit."**

**If you have not answered all the questions in this session, select "Pause," then "Exit" and you will be able to finish at another time. (This does not apply to ELA – Session 1 (TDA))**

**I will now collect your test tickets, and scratch paper or other materials.**



Collect all test tickets, scratch paper or other materials. Ensure all testing device screens show the Wisconsin Forward Exam initial welcome screen or the test sign in screen:



Return all collected test materials to the School Assessment Coordinator for secure storage or secure destruction.

The School Assessment Coordinator may also wish to have you provide a list of students who did not complete the test session and will require additional time to complete the test.

## Troubleshooting

### Student Accidentally Completed (submitted) a Test – Now what?

Occasionally a test will be submitted prior to completion. If the Test Proctor believes this has occurred, he or she should contact the SAC, who can then contact the DAC. The DAC will have the ability to check the number of completed responses in eDIRECT and unlock the test, if necessary.

### Advancing a Passage

If a reading passage has multiple pages in the passage, pages are turned forward by tapping or clicking on the right side of the passage. Pages can be turned back by tapping or clicking on the left side of the passage.

### Audio Volume is Too Low

If a student is using the TTS accommodation or completing the listening portion of the ELA assessment and cannot hear the audio, be sure to check that the volume setting of the testing device is set to an appropriate level. In order to access the device volume setting you may be required to log out of the test and close the INSIGHT app.

### Student Missed all or Part of the Exam When it was Administered

Wisconsin public school students are required to participate in either the Forward Exam in grades 3-8 and grade 10 social studies (or the DLM, Wisconsin's Alternate Assessment). Every effort must be made to administer the Forward Exam to all to students enrolled in your school/district. For any student who may have missed all or any part of the Forward Exam, you must provide additional opportunities during the testing window (March 20 – May 5) for students to complete the Exam administered during their absence. **All testing must be completed by the end of the testing window.**

### Invalidation

An invalidation may occur due to a misadministration or test security violation. Invalidating a test session invalidates the entire content area, not just the session in which the issue occurred. An invalidation counts as a non-test participant for accountability purposes in the content area invalidated. The DAC should contact DPI prior to invalidating any tests.

### **TTS is not Working Correctly**

Ensure that the device's volume setting is set to an appropriate level. Ensure that TTS appears as an accommodation on the student's test ticket. If you are still encountering difficulties, there may be an issue with the way the device is communicating with the TSM. Review Appendix H – Common INSIGHT Error Messages for additional information or contact your Technology Coordinator.

### **Student was Given the Wrong Accommodation/Support or no Accommodation/Support**

If the accommodation or support is an online (embedded) option and the student has already logged in to the test, have the student submit the test. If the student has not submitted the test, contact the person who is responsible for assigning supports and accommodations in eDIRECT. Verify the accommodation or support has been set in eDIRECT and reprint a new test ticket. Ensure the new test ticket has

## **AFTER TESTING**

### **All Students Accounted For**

All students enrolled in your school/district are required to participate in the Forward Exam in grades 3-8 and grade 10 social studies (or the DLM, Wisconsin's Alternate Assessment). The DAC/SAC must ensure that all students are accounted for in eDIRECT and show as completed testing or have a not tested code (NTC).

### **Securely Destroy Materials**

Federal law—the Family Educational Rights and Privacy Act—prohibits the release of any student's personally identifiable information. Any printouts, including Print on Demand and listening scripts, test tickets, scratch paper, and graph paper must be collected and then securely shredded.

## APPENDIX A - TA CHECKLIST

Test Administrator - Activity	Target Completion Date	Resource
<b>BEFORE TESTING</b>		
1. Attend your school or district's training session if one is offered and review all Forward Exam test administration documents, particularly the <i>Test Administration Manual</i> (TAM).	3 Weeks prior to testing	TAM
2. Review the trainings recommended by the School Assessment Coordinator (SAC).	3 Weeks prior to testing	TAM
3. Show students the Student Tutorial.	2-3 Weeks prior to testing	TAM
4. Provide students the opportunity to work in the Forward Exam Online Tools Training to build familiarity with the system, item types, and tools.	2-3 Weeks prior to testing	TAM
5. Work with SAC to ensure that each student's enrollment information has been loaded into eDIRECT and is accurate for each student.	2 Weeks prior to testing	eDIRECT user Guide –Student and test setup
6. Work with SAC to ensure that each student's accessibility options in eDIRECT matches their IEP or other relevant documentation as appropriate. Contact SAC to update information if necessary.	2 Weeks prior to testing	Accessibility Guide
7. Ensure that INSIGHT has been installed on any computer(s) on which students will be testing.	2 Weeks prior to testing	Technology User Guide
8. Perform an equipment needs check based on individual student requirements. 9. Work with the SAC to identify students who will need specialized equipment for accommodations. 10. Review standardized protocols for read aloud and scribing, if necessary.	2 Weeks prior to testing	TAM  Accessibility Guide
11. Communicate to students the need for headsets in order to take the ELA Exam 12. Identify any students who may not have their own headsets and make arrangements with the school to have headsets available for those students.	1 Week prior to testing	TAM

Test Administrator - Activity	Target Completion Date	Resource
<p>Counts should be determined prior to testing.</p> <p>13. Also have extra headsets on hand for students who may forget to bring theirs.</p> <p>14. Reminders should be sent several days before and the day prior to testing to ensure students remember to bring headsets.</p>		
<p>15. Verify the security of the testing environment by:</p> <p>16. Ensuring that students have access to only those allowable resources</p> <p>17. Making sure that no instructional materials directly related to the content of the tests are visible to students.</p> <p>18. Reminding students that cell phones/smartwatches and other electronic devices are not allowed during a testing session</p> <p>19. Reviewing all security procedures and guidelines in the TAM.</p>	1 Week prior to testing	TAM
<b>DURING TESTING</b>		
20. Administer the Forward Exam following the script and directions for administration. Provide any necessary accommodation and supports.	Ongoing during administration	TAM
<p>21. Monitor the security of the testing environment</p> <p>22. Ensure students have access to only those allowable resources</p> <p>23. Ensure cell phones/smartwatches and other non-allowed electronic devices are not present</p> <p>24. Ensure no instructional materials directly related to the content of the tests are visible to students.</p> <p>25. Document and report any potential test security issues and report to the SAC immediately after learning of the incident.</p>	Ongoing during administration	TAM
26. Make sure the physical conditions in the testing room are satisfactory. Students should be seated so that there is enough space between them	Ongoing during administration	TAM

Test Administrator - Activity	Target Completion Date	Resource
to minimize opportunities to look at each other's screen (or provide barriers).		
27. Plan a quiet activity ahead of time for students who finish testing early. The activity should not be related to the test being given or on an electronic device. For example, students who finish early may work on assignments for unrelated subjects or read a book.	Ongoing during administration	TAM
28. Ensure proper handling of all printed test materials, scratch paper, and test tickets. Collect all test materials and test tickets on each day of testing and then destroy according to security policy.	Ongoing during administration	TAM
29. Raise any technical issues with the SAC or school technology coordinator (STC) for resolution.	Ongoing during administration	
<b>AFTER TESTING</b>		
30. Securely dispose of all printed testing materials, including test tickets, print-on demand documents, and scratch paper in a secure manner	Immediately after testing	TAM
31. Follow-up and report any outstanding test security incidents.	Immediately after testing	TAM

## APPENDIX B - SAMPLE TEST SCHEDULES



# Forward Exam Sample Test Schedule



The testing schedules provided below are only a couple examples of the possible schedules your district/school can create to administer the Forward Exam. The number of test sessions, the length of those sessions, and the number of days testing should be customized to your district's/school's schedule and available resources. The Forward Exam is an **untimed test**. The times given below are estimated times for scheduling purposes only.

### Sample Test Schedule 1 (Grade 4)

DAY/CONTENT AREA	TESTING TIME*
Login Process	
<input type="checkbox"/> DAY 1: Session 1 ELA TDA Writing Prompt	40 minutes
Break	10 minutes
Session 2 ELA Writing/Language	20 minutes
<input type="checkbox"/> DAY 2: Session 3 ELA Listening	20 minutes
Break	10 minutes
Session 4 ELA Reading	45 minutes
<input type="checkbox"/> DAY 3: Session 1 Mathematics	45 minutes
Break	10 minutes
Session 2 Mathematics	45 minutes
<input type="checkbox"/> DAY 4: Session 1 Science	50 minutes
Break	10 minutes
Session 2 Science	50 minutes
<input type="checkbox"/> DAY 5: Session 1 Social Studies	45 minutes
Break	10 minutes
Session 2 Social Studies	45 minutes

\*NOTE: TIMING DOES NOT INCLUDE TIME FOR TEST ADMINISTRATION TASKS SUCH AS LOGIN AND TEST DIRECTIONS. ADD APPROXIMATELY 10–15 MINUTES EACH DAY TO ESTIMATE TOTAL TIME NEEDED.

## Sample Test Schedule 2

(Grade 4)

		TESTING TIME*
Login Process		
<input type="checkbox"/> DAY 1:	Session 1 ELA TDA Writing Prompt	40 minutes
<input type="checkbox"/> DAY 2:	Session 2 ELA Writing/Language	20 minutes
<input type="checkbox"/> DAY 3:	Session 3 ELA Listening	20 minutes
<input type="checkbox"/> DAY 4:	Session 4 ELA Reading	45 minutes
<input type="checkbox"/> DAY 5:	Session 1 Mathematics	45 minutes
<input type="checkbox"/> DAY 6:	Session 2 Mathematics	45 minutes
<input type="checkbox"/> DAY 7:	Session 1 Science	50 minutes
<input type="checkbox"/> DAY 8:	Session 2 Science	50 minutes
<input type="checkbox"/> DAY 9:	Session 1 Social Studies	45 minutes
<input type="checkbox"/> DAY 10:	Session 2 Social Studies	45 minutes

\*NOTE: TIMING DOES NOT INCLUDE TIME FOR TEST ADMINISTRATION TASKS SUCH AS LOGIN AND TEST DIRECTIONS. ADD APPROXIMATELY 10–15 MINUTES EACH DAY TO ESTIMATE TOTAL TIME NEEDED.

## APPENDIX C - FORWARD EXAM TEST TIMES



### Wisconsin Forward Exam Estimated 2017 Test Times



The Forward Exam is an untimed test. These are estimated times for scheduling purposes.

Forward Estimated Testing Times (in minutes)				
Grade Level	ELA	Mathematics	Science	Social Studies
3	125	90	NA	NA
4	125	90	100	90
5	125	90	NA	NA
6	125	105	NA	NA
7	125	105	NA	NA
8	125	105	100	90
10	NA	NA	NA	90

English Language Arts (ELA) Estimated Testing Times (in minutes)					
Grade Level	Session 1 TDA Writing Prompt	Session 2 Writing/ Language	Session 3 Listening	Session 4 Reading	Total Testing Time
3	40	20	20	45	125
4	40	20	20	45	125
5	40	25	20	40	125
6	40	25	20	40	125
7	40	30	20	35	125
8	40	30	20	35	125

Mathematics Estimated Testing Times (in minutes)			
Grade Level	Session 1	Session 2	Total Testing Time
3	45	45	90
4	45	45	90
5	45	45	90
6	45	60	105
7	45	60	105
8	45	65	105

Science Estimated Testing Times (in minutes)			
Grade Level	Session 1	Session 2	Total Testing Time
4	50	50	100
8	50	50	100

Social Studies Estimated Testing Times (in minutes)			
Grade Level	Session 1	Session 2	Total Testing Time
4	45	45	90
8	45	45	90
10	45	45	90

## APPENDIX D - PROCTOR GUIDELINES



### Wisconsin Forward Exam Test Administrator/Proctor Guidelines



A qualified test administrator (TA)/proctor for the Forward Exam is an employed district staff member (including administrators, teachers, and paraprofessionals) who has been trained in test administration, test security, and appropriate use of test accommodations. They may also include student teachers who normally have responsibility for supervising students. Parent volunteers should not be allowed to proctor the examination. School personnel who are parents or guardians should not be allowed to proctor their own children. All proctors should attend Forward Exam test administration training within their district prior to each year's test administration. DPI provides a short [test security module](#) that can be used to supplement district training.



#### **Responsibilities of a Forward Exam TA/proctor should include but are not limited to the following:**

- Sign a hard copy confidentiality form and return to school assessment coordinator.
- Attend/view trainings prior to each year's test administration including:
  - Test Administration Training
  - Test Security Training for Proctors
- Ensure security of the Forward Exam before, during, and after testing. Any secure test materials (test tickets, notes, etc.) should be stored in a locked location and not in open classrooms, and should be securely destroy after testing.
- Read and follow the directions and script as stated in the Test Administration Manual.
- Ensure that students view the Student Tutorial module as a group prior to testing.
- Ensure students are given the opportunity to work with the Online Tools Training prior to testing.
- Ensure that students have their own test ticket and are logging into the correct section of the test by asking the students to check the name on the test ticket prior to beginning the session.
- Ensure all students with accessibility options are provided those options at the beginning of the session.
- Remain in the room throughout the entire test administration and periodically walk around the room to:
  - Ensure that students are not using any prohibited electronic devices (cell phones, smartwatches, ipods, etc)
  - Monitor student progress (i.e., check if the students are in the correct content area)
  - Make sure that students are on task and progressing through the test
- Report all testing irregularities to the school/district assessment coordinator such as:
  - Student cheating
  - Use of an accommodation not available in the Accessibility Guide
  - Misadministration



*For a complete checklist of TA/proctor responsibilities see the Forward Exam Test Administration Manual.*

## APPENDIX E - MULTIPLICATION CHART



# Multiplication Table

A single-digit (1–9) multiplication table is a non-embedded accommodation for **grades 4 and above** mathematics items. The multiplication table is to be used only for students with a documented and persistent calculation disability (i.e., dyscalculia) in their Individualized Education Plan (IEP) or 504 Plan. This table can be printed for students requiring this accommodation.

MULTIPLICATION TABLE									
×	1	2	3	4	5	6	7	8	9
1	1	2	3	4	5	6	7	8	9
2	2	4	6	8	10	12	14	16	18
3	3	6	9	12	15	18	21	24	27
4	4	8	12	16	20	24	28	32	36
5	5	10	15	20	25	30	35	40	45
6	6	12	18	24	30	36	42	48	54
7	7	14	21	28	35	42	49	56	63
8	8	16	24	32	40	48	56	64	72
9	9	18	27	36	45	54	63	72	81



# Wisconsin Forward Exam



## WISCONSIN FORWARD EXAM

### AGREEMENT TO MAINTAIN SECURITY & CONFIDENTIALITY

When a student cannot access text-to-speech, an embedded resource available on the Forward Exam, the student may be eligible to work with a test reader.

On the Forward Exam:

- Test readers are allowable across all grades as a designated support for Mathematics, Science, Social Studies, and English Language Arts (ELA) items as appropriate (not ELA reading passages).
- Test readers are allowable for ELA reading passages as a documented accommodation for eligible students (must have IEP/504 plan).
- Test readers should adhere to the *Forward Exam Guidelines for Read Aloud* to ensure that the read-aloud is standardized.

I, \_\_\_\_\_, verify with my signature below that I have read and understand my responsibilities as a test reader as described in the *Forward Exam Guidelines for Read Aloud*.

Submit signed form to the School Assessment Coordinator.

Signature		Date
Name(Print)	Title	
District and School Name		
School Assessment Coordinator Signature		Date



# Wisconsin Forward Exam Scribing Guidelines



A scribe is an adult who writes down what a student dictates via speech, American Sign Language, or an assistive communication device. The guiding principle in scribing is to ensure that the student has access to and is able to respond to test content.

Scribes are allowable on Forward Exam as a documented accommodation for ELA writing, and a designated support for mathematics, science, social studies, and ELA non-writing items. For information on documentation requirements and decision-making criteria for use of scribes and all other supports please see the Accessibility Guidelines.

## Qualifications for Scribes

- The scribe should be an adult who is familiar with the student, such as the teacher or teaching assistant who is typically responsible for scribing during educational instruction and assessments.
- Scribes must have demonstrated knowledge and experience in the subject for which scribing will be provided.
- Scribes should have extensive practice and training in accordance with the administration of the Forward Exam including security policies and procedures as articulated in test administration manuals, guidelines, and related documentation.

## Preparation

- Scribes should read and sign a test security/confidentiality agreement prior to test administration.
- Scribes are expected to familiarize themselves with the test format in advance of the scribing session. Having a working familiarity with the test environment will help facilitate the scribe's ability to record the student's answers.
- Scribes should be familiar with the Individualized Education Program (IEP) or 504 Plan if the student for whom they are scribing has a disability, so that there are plans in place for providing all needed designated supports and accommodations.
- Scribes should also have a strong working knowledge of the embedded and non-embedded accessibility and accommodations options and features available on the Forward Exam.
- Scribes should review the Scribing Protocol for Forward Exam with the student at least one to two days prior to the test event.
- Scribes should practice the scribing process with the student at least once prior to the scribing session.

## General Guidelines

- Scribing must be administered so that the interaction between a scribe and a student does not interrupt other test-takers, or inadvertently reveal the student's answers.
- If not in a separate setting, the scribe should be situated near enough to the student to prevent their conversations from reaching other students in the room.
- For computer-based administrations, scribes must enter student responses directly into the test interface, making use of the available embedded and non-embedded tools available for a given item and student. Scribes

are expected to comply with student requests regarding use of all available features within the test environment.

- Scribes may respond to procedural questions asked by the student (e.g., test directions, navigation within the test environment, etc.).
- Scribes may not respond to student questions about test items if their responses compromise validity of the test. The student must not be prompted, reminded, or otherwise assisted in formulating his or her response during or after the dictation to the scribe.
- Scribes may ask the student to restate words or parts as needed. Such requests must not be communicated in a manner suggesting that the student should make a change or correction.
- Scribes may not question or correct student choices, alert students to errors or mistakes, prompt or influence students in any way that might compromise the integrity of student responses. A scribe may not edit or alter student work in any way, and must record exactly what the student has dictated.
- Students must be allowed to review and edit what the scribe has written. If necessary, the student can request the scribe to read aloud the completed text before final approval.

## English Language Arts

### Multiple choice Items (Single and Multiple Answer)

- The student must point to or otherwise indicate his/her selection(s) from the options provided
- Scribes are expected to comply with student directions regarding screen and test navigation and use of test platform features available for a given item
- The student will confirm the selected answer and indicate to the scribe when he/she is ready to move to the next item

### Short Response Items (Short-Text)

- The scribe will write verbatim student responses in an area occluded from other students' view.
- The scribe will correctly spell all words as dictated.
- The scribe will not capitalize words or punctuate text.
- The scribe will orally confirm spelling of homonyms and commonly confused homophones, e.g., than and then; to, two, and too; there, their, and they're.
- The student will proofread to add punctuation, capitalization, spacing, and make other edits.
- The scribe will make student requested changes, even if incorrect.
- The student will confirm the fidelity of the response.
- The student will indicate to the scribe when he/she is ready to move to the next item.

### Long Essay (Full-Write)

- The scribe will write verbatim student responses on paper or on screen in an area occluded from other students' view.
- The scribe will correctly spell all words as dictated.
- The scribe will not capitalize words or punctuate text.
- The scribe will orally confirm spelling of homonyms and commonly confused homophones, e.g., than and then; to, two, and too; there, their, and they're.
- The student will proofread to add punctuation, capitalization, spacing, and other edits.
- The scribe will make student requested changes, even if incorrect.
- The student will confirm the fidelity of the response.
- The student will indicate to the scribe when he/she is ready to move to the next item.

- Scribes should request clarification from the student about the use of capitalization, punctuation, and the spelling of words, and must allow the student to review and edit what the scribe has written.

## Mathematics

### Multiple Choice Items (Single and Multiple Answer)

- The student must point to or otherwise indicate his/her selection from the options provided.
- The scribe will comply with student directions, including requests regarding screen and test navigation and use of test platform features available for the question.
- The student will confirm his/her selections and indicate to the scribe when he/she is ready to move to the next item.
- Scribes should request clarification from the student about the use of capitalization, punctuation, and the spelling of words, and must allow the student to review and edits what the scribe has written.

### Short Answer Response Items

- The student must point or otherwise direct the scribe in developing his/her response.
- The scribe will input student work directly onscreen and in view of the student.
- For responses requiring equations, the student must specify where to place figures and operands.
- For responses requiring text, the scribe will correctly spell all words as dictated and conform to standard writing conventions.
- For responses requiring text, the student will proofread to add punctuation, capitalization, spacing, and other edits.
- The scribe will make student requested changes, even if incorrect.
- The student will confirm the fidelity of the response.
- The student will indicate to the scribe when he/she is ready to move to the next item.

## Science and Social Studies:

### Multiple Choice Items (Single and Multiple Answer)

- The student must point to or otherwise indicate his/her selection from the options provided.
- The scribe will comply with student directions, including requests regarding screen and test navigation and use of test platform features available for the question.
- The student will confirm his/her selections and indicate to the scribe when he/she is ready to move to the next item.
- Scribes should request clarification from the student about the use of capitalization, punctuation, and the spelling of words, and must allow the student to review and edit what the scribe has written.

## Post Administration

The scribe will submit online or paper-based student responses and collect scratch paper, rough drafts, and login information immediately at the end of the testing session and deliver it to the test administrator in accordance with DPI policies and procedures.

## APPENDIX H – COMMON INSIGHT ERROR MESSAGES

Error Message Text/Screen	Context	Likely Cause(s)	Action to Take
<p>“Configuration Not Found Please raise your hand and wait for help. Contact your technical resource and provide them with the following information: DRC INSIGHT cannot retrieve the configuration profile associated with this device because it cannot find the Device Toolkit ORG Unit ID. The ORG Unit ID was entered incorrectly, was deleted, or was not assigned to this device. Click Assign Device to ORG Unit to enter the correct ORG Unit ID, or click Cancel to end the process.”</p>	Upon launching INSIGHT	<ul style="list-style-type: none"> <li>• Testing device has not been registered in an ORG Unit in the Device Toolkit</li> <li>• The ORG Unit ID provided to the device (e.g. via configuration file) was invalid</li> <li>• Testing device has been removed from an ORG Unit in the Device Toolkit</li> </ul>	<p>Ask your technology coordinator for assistance with the following:</p> <ul style="list-style-type: none"> <li>• The testing device must be assigned a valid ORG Unit ID.</li> <li>• Verify that the ORG Unit ID is correct (pay attention to easily confused elements such as “1” and “l”)</li> <li>• Click “Assign Device to ORG Unit” button to manually assign an ORG Unit ID</li> <li>• Click “Cancel” to enroll the device another way such as distributing a configuration file via MDM software.</li> </ul>
<p>“&lt;Operating System&gt; is not supported by DRC INSIGHT Please raise your hand and wait for help. Message to Test Administrator: The version of the operating system on this testing device is not supported by the DRC INSIGHT team. Please contact DRC Support if you have questions. Select Exit to return to the Test Sign In page.</p>	Upon launching INSIGHT	<ul style="list-style-type: none"> <li>• The client machine operating system is no longer supported by DRC INSIGHT</li> </ul>	<ul style="list-style-type: none"> <li>• All testing devices must have operating systems included among those listed in the <a href="#">Supported System Requirements</a> documentation.</li> </ul>
<p>“Your client is out of date Please raise your hand and wait for help. Message to Test Administrator: Your session has been ended because your client is out of date. We will now attempt an upgrade.”</p>	Upon launching INSIGHT	<ul style="list-style-type: none"> <li>• The INSIGHT application on the device is not the most current version and needs to be upgraded</li> <li>• </li> </ul>	<p>Ask your technology coordinator for assistance with the following:</p> <ul style="list-style-type: none"> <li>• On Windows, MacOS and Linux client machines, click the “Upgrade” button on the error screen to download and upgrade INSIGHT software on the device.</li> <li>• On iOS, ChromeOS, and Android devices, click the “Cancel” and follow the instructions in the Technology User Guide for</li> </ul>

Error Message Text/Screen	Context	Likely Cause(s)	Action to Take
			updating INSIGHT on that device platform. • NOTE: ChromeOS devices will automatically update INSIGHT software as new versions become available.
“Download of Upgrade Failed Please raise your hand and wait for help. Message to Test Administrator: Your upgrade failed because the download was unsuccessful.”	After clicking the “Upgrade” button on error screen	<ul style="list-style-type: none"> <li>INSIGHT is unable to contact DRC servers to download upgrade package.</li> <li>User clicked “Upgrade” on iOS, ChromeOS, or Android device.</li> <li>Installed version of INSIGHT does not support “Upgrade” to new version</li> </ul>	Ask your technology coordinator for assistance with the following: <ul style="list-style-type: none"> <li>Verify client connection to Internet</li> <li>If updating on iOS, ChromeOS, or Android device, consult Technology User Guide for steps</li> <li>Uninstall INSIGHT manually from client by launching Uninstaller from the installation directory then download and install the current version of INSIGHT from eDIRECT.</li> </ul>
“Your client failed the Readiness Check Please raise your hand and wait for help. Message to Test Administrator: Your session has been ended because your client is not supported. Please click the OK button to proceed. It is possible that the browser that you are using is unsupported. Please download the latest version of Chrome.”	Upon launching INSIGHT	<ul style="list-style-type: none"> <li>INSIGHT was unable to contact all system resources needed for testing including DRC servers, Device Toolkit, and/or TSM</li> <li>INSIGHT has detected an unsupported client (e.g. the user is attempting to log in to a secure test while in a browser other than INSIGHT or the user is attempting to log into to an OTT using an older version of Chrome or other non-supported browser).</li> </ul>	Ask your technology coordinator for assistance with the following: <ul style="list-style-type: none"> <li>Verify client access to the Internet</li> <li>Verify user is using INSIGHT for secure testing</li> <li>Verify that user is using current version of Chrome browser or INSIGHT for Online Tools Training.</li> </ul>
“Please raise your hand and wait for help.” “Message to Test Administrator: The device’s operating system has been updated, and is in the process of being certified by DRC. The DRC INSIGHT application should perform as intended, but if you have questions, please contact	Upon logging in	<ul style="list-style-type: none"> <li>The client Operating System is newer than those explicitly supported by DRC INSIGHT.</li> <li>In general, DRC software applications offer Best Effort Support of new versions of an operating system within one month of public availability of the new version and Full Support within three months of public availability of the new version, or by the next release</li> </ul>	<ul style="list-style-type: none"> <li>Users are advised that their Operating system is not yet fully supported but they are able to continue testing.</li> <li>User can click the “Continue” button to begin testing or click the “Exit” button to leave INSIGHT.</li> </ul>

Error Message Text/Screen	Context	Likely Cause(s)	Action to Take
your Technology Coordinator. This device is using <Operating System version>”		date of the DRC application, whichever duration is greater.	
“Invalid Username or Password. Please try again”	Login screen	<ul style="list-style-type: none"> <li>• Username is incorrect</li> <li>• Password is incorrect</li> </ul>	<ul style="list-style-type: none"> <li>• Verify that Username and Password are correctly entered.</li> </ul>
“Connection to server failed. Please contact and administrator”	Login screen	<ul style="list-style-type: none"> <li>• INSIGHT is unable to connect to DRC servers to validate the login.</li> </ul>	<ul style="list-style-type: none"> <li>• Verify that the device has an active connection to the Internet</li> <li>•</li> </ul>
“TSM Connection Error During Readiness Check Please raise your hand and wait for help. Message to Test Administrator: This computer cannot connect to the Testing Site Manager (TSM). The connection must be established or the TSM removed prior to testing. If this is the first time you are seeing this message, please try connecting again. Please contact your local IT staff to verify network and TSM connections are working. The can contact DRC Customer Support if they need additional help to resolve the matter.”	Upon launching INSIGHT	<ul style="list-style-type: none"> <li>• INSIGHT client is unable to contact the TSM during the Readiness Check.</li> <li>• TSM may be unresponsive</li> <li>• Network failure or latency may result in this error</li> </ul>	<ul style="list-style-type: none"> <li>• Click OK button and re-launch INSIGHT</li> </ul> <p>If the problem persists, contact technology staff and ask that they</p> <ul style="list-style-type: none"> <li>• Verify that the TSM is responding</li> <li>• Verify that network infrastructure is not over-loaded (e.g. wireless access points)</li> <li>• Verify that the client device can connect to the TSM (e.g. open the TSM management page in a browser on the client device).</li> </ul>
“TSM Connection Error – Responses May Be Stored Please raise your hand and wait for help. Message to Test Administrator: Error Message <error message> This computer can no longer connect to the Testing Site Manager (TSM). The connection must be restored before the student can continue testing.	During the test	<ul style="list-style-type: none"> <li>• A request to the TSM (e.g. request for an audio file or an attempt to send a student response was unsuccessful.</li> <li>• Three primary scenarios: <ul style="list-style-type: none"> <li>○ Network latency/failure</li> <li>○ TSM content is not up to date</li> <li>○ TSM is not responsive</li> </ul> </li> </ul>	<p>Ask Technology staff to</p> <ul style="list-style-type: none"> <li>• Verify that the TSM is running and responsive by checking the TSM management page.</li> <li>• Verify that the content on the TSM is up to date.</li> <li>• Verify that network infrastructure is not over-loaded (e.g. wireless access points)</li> <li>• Verify that the client device can connect to the TSM (e.g. open the TSM management page in a</li> </ul>

Error Message Text/Screen	Context	Likely Cause(s)	Action to Take
Please contact your local IT staff to verify network and TSM connections are working. The can contact DRC Customer Support if they need additional help to resolve the matter.”			browser on the client device).
<p>“WBTE Version Error Please raise your hand and wait for help Message to Test Administrator: The testing software on the DRC server has been updated since you last logged in – a more current version is available. To update your software to the latest version (required), click OK and log in again.”</p>	Upon login	<ul style="list-style-type: none"> <li>• The Web Based Testing Engine (WBTE) software loads into the INSIGHT app when the user navigates to the login page. This error appears when the version of the WBTE currently loaded in the INSIGHT app is not the most current.</li> </ul>	<ul style="list-style-type: none"> <li>• Click “OK” on the error screen to reload the WBTE and return to the login screen.</li> <li>• Exiting INSIGHT when not actively testing will avoid this error</li> </ul>
<p>“Internet Connection Error Message to Test Administrator There has been an interruption in Internet connection. The student may be moved to another computer to continue testing. If this error persists, contact your local IT staff to verify network and Internet connections are working. They can contact DRC Customer Support if they need additional help to resolve the matter.”</p>	During testing	<ul style="list-style-type: none"> <li>• INSIGHT has been unable to complete a transaction with DRC servers over the Internet.</li> <li>• Network interruption or latency, Server error or other service problem.</li> </ul>	<ul style="list-style-type: none"> <li>• If the student machine displaying error is the only one with this problem, having the student switch machines may help. If the problem is happening more widely, contact technology staff to verify network and Internet connections for latency and interruptions.</li> <li>• If network and Internet connections are working, consult the <a href="#">WI System Status</a> website for information INSIGHT system issues</li> </ul>

## GLOSSARY

<b>Accommodations</b>	Changes in procedures or materials that increase equitable access during the Wisconsin Forward Exam. Assessment accommodations allow students to access assessment content to show what they know and can do. Accommodations are available for students with documented Individualized Education Programs (IEPs) or 504 Plans.
<b>Break/Pause</b>	Action taken by a student or Test Proctor to temporarily halt the test during any part of the test, as needed. The online assessment provides an opportunity to pause the test for up to 20 minutes.
<b>Designated Supports</b>	Accessibility features of the assessments available for use by any student for whom the need has been indicated by an educator (or team of educators working with the parent/guardian and student).
<b>District Assessment Coordinator (DAC)</b>	Designated district staff member who is responsible for overseeing the implementation of the Badger Exam. The DAC can upload, add, modify, and remove student records and is responsible for ensure all school-level test administrators have received adequate training on test administration, test security, and testing policies/practices.
<b>eDIRECT</b>	The administrative side of the platform—the Wisconsin Assessment Program Portal—from which district personnel will manage the assessments.
<b>INSIGHT</b>	INSIGHT is the secure, browser-based test engine for the Wisconsin Forward Exams.
<b>Item</b>	A test question or stimulus presented to a student to elicit a response.
<b>eDIRECT Test Session</b>	A grouping of students in eDIRECT that are assigned to the same test. Sessions can be large (for instance, all 3 <sup>rd</sup> grade students at a school who are taking the ELA test may be grouped into one “Grade 3 ELA” test session), or sessions can be broken up by students who will be taking the same test at the same time (for instance, all 3 <sup>rd</sup> grade students in Ms. Jones’ class who are taking the ELA test may be grouped into one “Grade 3 ELA JONES” session, and all 3 <sup>rd</sup> grade students in Mr. Peters’ class who are taking the ELA test may be grouped into one “Grade 3 ELA PETERS” session). All students must be enrolled in a test session for each subject area tested.
<b>School Assessment Coordinator (SAC)</b>	Designated school staff member responsible for monitoring the test schedule, process, and test administrators /proctors (TA). SACs are also responsible for ensuring the TAs have been appropriately trained and that testing is conducted in accordance with the test security and other policies and procedures.
<b>Session</b>	A part of a test requiring a login using a test ticket. ELA tests are broken into four sessions. Math, Science, and Social Studies tests are broken into two sessions.
<b>Universal Tools</b>	Available to all students based on student preference and selection.

**WISEid**

A WISEid is a unique, permanent, and unduplicated person identifier assigned to each person/student by DPI.

